

Sample Quote Scoring Rubric

Each vendor has the chance to receive up to 100 points on their quote. There are five scoring categories including:

- Price
- Prior Experience/Past Performance
- Personnel Qualifications/Technical Qualifications
- Management Capability/Stability
- Schedule Compliance/Environmental Objectives

PRICE

There are 30 possible points for price. Points will be awarded as follows:

- 30 points will be awarded to the lowest quote received for the requested services.
- 25 points will be awarded to any quotes received that are up to 10% higher than the lowest quote for the requested services.
- 20 points will be awarded to any quotes received that are over 10% higher and up to 15% higher than the lowest quote for the requested services.
- 15 points will be awarded to any quotes received that are over 15% higher and up to 20% higher than the lowest quote for the requested services.
- 10 points will be awarded to any quotes received that are over 20% higher and up to 25% higher than the lowest quote for the requested services.
- 5 points will be awarded to any quotes received that are over 25% higher and up to 30% higher than the lowest quote for the requested services.
- No points will be awarded to any quotes received that are over 30% higher than the lowest quote.

Example:

Service Provider	Quote	% Over Lowest Quote	Points Awarded
Vendor A	\$1,000.00	0%	30
Vendor B	\$1,100.00	10%	25
Vendor C	\$1,150.00	15%	20
Vendor D	\$1,200.00	20%	15
Vendor E	\$1,250.00	25%	10
Vendor F	\$1,300.00	30%	5
Vendor G	\$1,350.00	35%	0

Prior Experience/Past Performance

There are 25 possible points for prior experience/past performance. Points will be awarded as follows:

- 25 points will be awarded to a service provider with an excellent history in prior experience and/or past performance. If the school has no history with this service provider, 25 points can be earned with 3 letters of recommendation.
- 15 points will be awarded to a service provider with good history in prior experience and/or past performance. If the school has no history with this service provider, 15 points can be earned with 2 letters of recommendation.

- 10 points will be awarded to a service provider with an average history in prior experience and/or past performance. If the school has no history with this service provider, 10 points can be earned with positive word of mouth from a current customer.
- 5 points will be awarded if a school has no history with this service provider and no knowledge of customers with negative experience.
- No points will be awarded to a service provider who has a history of poor prior experience, past performance or issues that have not been resolved at the time the bid was awarded. The school district must have unbiased written documentation of the performance issues including but not limited to e-mails, letters, complaints, etc on hand at the time of the scoring of all quotes. No points will be awarded in the case where the school has no history with the service provider but has received word of mouth from current or previous customers that is not positive in nature.

Personnel Qualifications/Technical Qualifications

If applicable, 20 possible points for personnel qualifications and technical qualifications. Points will be awarded as follows:

- 10 points will be awarded if service provider provides documentation on staff qualifications and those qualifications are determined to be adequate to serve the needs of our district.
- 10 points will be awarded if service provider provides documentation on staffing levels and those staffing levels are determined to be adequate to serve the needs of our district.

Management Capability/Stability

There are 15 possible points for management capability or company stability. Five (5) points will be awarded for each 3 years that this service provider has been in business. For example:

- 5 points will be awarded to a service provider who has been providing that specific service for up to 3 years.
- 10 points will be awarded to a service provider who has been providing that specific service for between 3 years and 6 years.
- 15 points will be awarded to a service provider who has been providing that specific service for over 6 years.

Schedule Compliance/Environmental Objectives

If applicable, 10 points will be awarded for schedule compliance and environmental objectives. Points will be awarded as follows:

- 5 points will be awarded to the service provider who can demonstrate that they will be able to meet the implementation date, installation date, or be compliant with the schedule that has been developed by the school district.
- 5 points will be awarded to the service provider who can demonstrate that they will be able to facilitate the environmental objectives necessary to work in the K-12 educational environment.

Scoring Template:

Category	Example	Service Provider #1	Service Provider #2	Service Provider #3
Price	25			
Prior Experience Past Performance	15			
Personnel Qualifications Technical Qualifications	10			
Management Capability Stability	10			
Schedule Compliance Environmental Objective	10			
Total Score	70			

Bid Evaluation Matrix (Points Based) SAMPLE

There have been many requests for USAC to provide guidance with respect to what information should be included as you conduct your bidding process. Below is an example of information that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. This example is not mandatory or intended to serve any other purpose than to respond to requests for guidance.

In this example, each factor is worth the same number of points as the weighting percentage. Vendors are rated on how well they met each factor. The entries for all factors are then totaled for each vendor. The winning bidder is the one with the highest number of total points. The cost of the eligible goods and services must be weighted most heavily.

No	Factors	Total Points Available	Vendor 1 143xxxxxx ABC Inc.	Vendor 2 143xxxxxx DEF Inc.	Vendor 3 143xxxxxx GHI Inc.	Vendor 4 143xxxxxx JKL Inc.
1	<i>Cost of the Eligible Goods and Services</i>	40 *	38	25	38	0
2	<i>Experience</i>	20	18	17	20	0
3	<i>Availability</i>	10	10	8	7	0
4	<i>Minority Business Status</i>	10	6	9	9	0
5	<i>In State Preference</i>	10	3	7	10	
6	<i>Cost of the Ineligible products</i>	5	4	1	5	
7	<i>Project Management Expenses</i>	5	2	1	5	
Total Points		100	81	68	94	0

* This number must be higher than all of the other numbers in this column.

Winning Bidder:

Vendor 3 (GHI, Inc.) is the winning bidder because it has the highest total points.

Disqualified Bidders:

Bidder Reason for Disqualification

JKL Inc All interested bidders received two weeks' notice of a required pre-bid conference.
JKL Inc. did not attend this conference and did not provide a reason for its absence.

Revised 3/2008